

California Department of Veterans Affairs



Honoring California's Veterans

Classification: **SUPERVISING HOUSEKEEPER I**
Permanent, Full-Time

Salary: **\$2254-2739.00 per month**

Location: Veterans Home of California-Barstow

Apply: Current State employees within this classification or those who are eligible on a certification list, transfers, or reinstatements. SROA/SURPLUS PROVISIONS APPLY.

Duties and Responsibilities: *Under direction from the Hospital General Services Administrator II:*

- Supervises no more than seven Housekeeping staff.
- Provide instructions and training to staff on the various tasks required for housekeeping.
- Evaluates the performance of employees.
- Responsible for inspecting the housekeeping equipment, inventory of supplies; receive and resolve complaints; keeps records and prepares reports.

Desirable Qualifications:

- Ability to supervise subordinate staff.
- Dependable, reliable, and able to get along well with others.
- Ability to keep records and prepare reports.
- Ability to analyze situations accurately and take effective action

How to Apply: Candidates should submit a State Application (STD. 678) and résumé to:

Department of Veterans Affairs
Veterans Home of California, Barstow
100 E. Veterans Parkway
Barstow, CA 92311

Inquiries:

Voice: (760) 252-6283
TDD: (760) 252-6234

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AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED.

RELEASED: 03/23/09